Downloaded from <https://www.velvetjobs.com/job-descriptions/video-production>

# Example of Video Production Job Description

Our innovative and growing company is searching for experienced candidates for the position of video production. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for video production

* Research and recruit Production Companies and Freelance Producers
* Hire and oversee production crews
* Maintain high quality standards for productions
* Oversee budgets submitted by outside teams
* Oversee the hiring of crew, negotiate rates, ensure crew is adhering to production policies
* Oversee scheduling for shoots
* Oversee and coordinate location scouts and casting
* Conduct budget meetings, feedback sessions
* Resolve production issues
* Handle and oversee contracts/agreements and crew/cast paperwork

## Qualifications for video production

* Must provide a link/reel of your work
* Excels at personal organization, planning and meeting deadlines for both video work and personal and office administrative duties
* Working knowledge of Adobe Photoshop and other Adobe Suite Apps
* Experience in working with editing programs
* Knowledge of video equipment gear- cameras, lighting, a plus
* Up-to-date in both existing and emerging media delivery methods and content platforms